

2022 Benefit Plan Highlights

Gaudenzia, Inc takes pride in providing a comprehensive benefits program, which includes both core coverage and voluntary benefits to give you a variety of options, based on your unique needs. Gaudenzia fully subsidizes some of our benefit offerings, and other benefit premium costs are shared between employees and Gaudenzia. New employees hired as full-time and **scheduled to work a minimum of 30 hours per week** are eligible to participate in our benefit plans on the **first day of the month following 30 days of service**. The current plan year is effective from January 1, 2022 – December 31, 2022.

HEALTH AND WELFARE BENEFITS

Medical Plan

Gaudenzia offers one medical plan option through **Independence Blue Cross**. This plan is a traditional PPO Medical Plan which carries traditional co-pays for physician visits and prescription drugs.

Prescription Drug Plan

Prescription coverage is added automatically when enrolled into the medical plan. The prescription plan is administered by **Independence Blue Cross** with **Future Scripts** as the Pharmacy Benefit Manager.

Flexible Spending Account - Medical (FSA)

Gaudenzia offers a Flexible Spending Account benefit to all eligible employees. Employees do not need to enroll into our medical plan to take advantage of this pre-tax benefit. The FSA benefit is administered by **Alerus**. Employees are permitted to contribute up to \$2,750 pre-taxed dollars (annually) to use for all qualified out-of-pocket healthcare expenses for all household family members.

Dependent Care Flexible Spending Account (DCFSA)

Gaudenzia offers a Dependent Care Flexible Spending Account benefit to all eligible employees. Employees can use your Dependent Care FSA (DCFSA) to pay for a wide variety of child and adult care services. The FSA benefit is administered by **Alerus**.

Medical Plan Perks

When enrolled into the company's medical plan participants have access to **Virtual Visits** and **Wellness Programs**.

Dental Plan

Gaudenzia's dental insurance is available through **Delta Dental**. This is a company paid benefit that is offered to all eligible employees and their covered dependents. Preventive care treatment is fully covered under the plan.

Vision Plan

Gaudenzia's vision insurance is available through **Independence Blue Cross**. Vision screenings are fully covered. Cost sharing applies to contact lenses and standard eyeglass lenses.

Short-Term Disability (STD) Insurance

Gaudenzia provides a company paid Short-Term Disability Insurance benefit through **Prudential**. This benefit provides a weekly gross benefit of \$350.00. Employees may also enroll in the employee paid Short-Term Disability Buy up option, which provides a weekly gross benefit of up to \$750.00.

Life and AD&D Insurance

Gaudenzia provides both Life and Accidental Death & Dismemberment (AD&D) insurance through **Prudential** at no cost. Employees have the option to elect additional Life Insurance and Long-Term Disability Insurance through Prudential.

Employee Assistance Program (EAP)

All employees and those living within their household have access to a confidential Employee Assistance Program through **Access**. The program is designed to help prevent or minimize the impact of personal problems on our everyday lives. A confidential call line is available 24 hours/day, 7 days/week. The benefit offers three (3) free counseling sessions. Employees are eligible beginning on their first (1st) day of employment

RETIREMENT BENEFITS

403(b) Plan

Employees have the opportunity to save for retirement through Gaudenzia's 403(b) Plan. Gaudenzia helps participants reach their financial goals by matching up to 3% of their contributions. Contributions are deducted from pay on a pre-tax or after-tax (Roth) basis and are placed directly into 403(b) accounts in accordance with investment elections. Employees are eligible to participate in the Plan upon being hired.

TIME AWAY FROM WORK

Paid Time Off

Gaudenzia believes that employees should have opportunities to enjoy time away from work, to help balance their lives without loss of compensation. All eligible employees will begin to accrue Personal Time Off and Vacation on their first day of employment. The accrual schedules are outlined in the *Employee Handbook*.

Personal Time Accrual - Personal time will be accrued on a monthly basis at the rate of **3.08 hours per pay period**, up to a maximum of 200 hours. Once the employee reaches the maximum amount, they will stop accruing personal time.

Vacation Accrual Table - Employees accrual rates will be adjusted for the pay period following the employment anniversary

Years of Service	Accrual Rate per Bi-weekly Pay Period	Annual Amount
1 st Year of Employment	3.08 hours	80 hours
2 nd -3 rd Year of Employment	3.69 hours	96 hours
4 th Year of Employment	4.62 hours	120 hours
5 th Year of Employment	5.54 hours	144 hours
6 th Year of Employment	6.46 hours	168 hours
7 or More Years of Employment	7.69 hours	200 hours

Paid Holidays

Full time employees are eligible for 10 paid holidays per calendar year, which include: **New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus' Day Thanksgiving, Christmas Day and Floating Holiday.**

Bereavement Leave

Paid bereavement leave is available for full-time employees. Four days off will be granted in the event of the death of an immediate family member and one day off will be granted for near immediate family members. *Please refer to the Employee Handbook* for full details.

OTHER GREAT BENEFITS

Tuition Reimbursement

Gaudenzia encourages its employees to develop and build their professional and intellectual skills to meet the challenges of the work environment and to qualify for advancement. The program provides cash assistance through reimbursement to eligible employees for approved costs associated with tuition at approved and accredited institutions.

Employee Referral Program

Employees are eligible to earn an **Employee Referral Bonus** by referring a qualified candidate who is hired by Gaudenzia. We are always seeking quality candidates who have a passion for working in our industry.

DailyPay

DailyPay is a voluntary benefit that allows employees to access their earned pay when needed, with additional ways to help employees save.

LegalShield

Gaudenzia has partnered with LegalShield and 1DShield, which is a legal plan that provides employees with affordable access to qualified law firms and attorneys with an average of 22 years of experience in family matters, estate planning, financial and business issues, consumer protection, tax, real estate, and auto/driving issues.